

The Furlough and Salary Reduction Plan, requires that routine State government operations be curtailed and employees other than direct care be granted administrative leave on September 3, 2010, November 24, 2010, December 23, 2010, December 30, 2010 and May 27, 2011. Employees who earn less than \$40,000 will be granted three administrative leave days and will be required to use either paid leave or voluntary furlough days for the two remaining days. Employees earning more than \$40,000 will be granted five administrative leave days. Additionally, employees earning over \$40,000 will be required to take up to 5 furlough days depending on their salary level. Employees earning less than \$40,000 and those who provide direct patient care will not be required to take furlough days.

The following are timekeeping instructions. Should you have any questions regarding the process, please don't hesitate to contact me at friedmanl@dhmh.state.md.us or (410) 767-5689.

Code 65 should be used to record the administrative leave days.

So that we may track the number of furlough days used, employees are to use code 66 on the timekeeping system when they take their furlough days.

The number of furlough days required is based on the employee's annual salary as of July 1, 2010.

Employees who are required to take additional furlough days may take them in half or whole day increments.

Part time employees must take their percentage of furlough days based on the annual salary as of July 1, 2010.

An employee may not work overtime or compensatory time during a week in which a furlough day is scheduled unless authorized in writing by the administration director, facility director, local health officer, or their deputy. Overtime should only be approved in the most extreme circumstances.

Employees on approved compressed work schedules may either revert to an 8-hour workweek during a week in which a furlough day is scheduled, work the additional hours, or use paid leave to account for their requisite forty hours.

If an employee does not normally work on a day that has been designated as an administrative leave day, he/she must be assigned the required number of days between July 1, 2010 and June 30, 2011.

For the three to five administrative leave days that occur on 9/3/10, 11/24/10, 12/23/10, 12/30/10, and 5/27/11, the temporary salary reduction of pay will be spread out over the entire fiscal year, beginning the pay period June 30, 2010 through June 14, 2011.

If employees are required to take additional furlough days based on salary, the pay will be deducted one pay in arrears from when the day/days are taken.

Contractual and temporary employees regardless of salary must take 24 hours of furlough time. Temporary employees should use code 66. Contractual employees should write the word "furlough" on their timesheet where they normally record work hours.

The General Assembly enacted legislation during the 2010 Session providing that calculation of the rate of overtime payment for current State employees subject to a temporary salary reduction in 2010 or 2011 shall be based on an employee's rate of compensation on July 1, 2009, and that the legislation be applied retroactively to September 23, 2009, and shall affect the overtime compensation of current State employees from that date. In an effort to minimize the amount of work on payroll offices the DHMH Timekeeping System's Overtime and Shift Report for FY 2011 will be programmed using the July 1, 2009 salaries, so that overtime can be paid at the higher rate of pay during the year.